

Adopted: September 2001 , Revised: \_\_\_\_\_**Class Title: Assistant Director of Civic Facilities****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists the Director of Civic Facilities in planning and implementing City policies and departmental strategies. Facilitates and reviews work of departmental managers. Participates in employee selection, development, and performance reviews. Executes and approves event financial statements. Reviews event lease agreements and vendor contracts.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Monitors event status and approves financial settlements by reviewing status of event promotion, ticket sales, and productions details and approving event financial settlements and disbursement of event revenue.
2	L	Facilitates departmental issues by meeting with department managers and providing opinions and encouragement.
3	L	Prepares and monitors the budget by chairing the budget team to develop, defend, implement, and monitor all departmental budgets, including revenue, expenses, and profits.
4	S	Conducts event booking by communicating with promoters, agents, and other facilities to secure events, initiating lease agreements, and tracking the progress of events through the settlement stage.
5	L	Assists in hiring of employees by chairing the department's leadership team, and screening, interviewing, and participating in the selections of candidates for management positions.

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in managing a multi-facility department.
Certifications and Other Requirements	Valid Driver's License, Certified Facility Executive (CFE)
Reading	Work requires the ability to read instructions, lease agreements, reports, contracts, ordinances, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as specialized budgetary calculations.
Writing	Work requires the ability to write contracts, memorandum, reports, and general correspondence.
Managerial	Managerial responsibilities include developing and implementing work tasks to ensure a proper system of checks and balances, encouraging teams to develop improved operation and communication methods, and executing and approving event financial statements.
Budget Responsibility	Responsible for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

**Unclassified Service** (Positions in the unclassified service are not classified civil service positions, and are not within the jurisdiction of the Civil Service Commission (CSC). Any references herein to the Civil Service Commission (CSC) or to "classification" are solely to permit use of a standard form, and do not mean that any positions with this title are in the classified service.)

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Office equipment, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	O	Inter-office, to/from meetings
Lifting	R	Office supplies, files, reports
Carrying	R	Office supplies, files, reports
Pushing/Pulling	R	Supplies, equipment, file cabinet drawers
Reaching	R	Supplies, files, reports, telephone
Handling	O	Supplies, files, reports
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files
Twisting	R	Retrieving files
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, reading, writing, driving
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	R	Driving
Other (specify)	N	

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Copy machine, fax machine, calculator, telephone, computer, printer, standard Microsoft Windows and Office software, Outlook, Internet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	S		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Arena, theater, opera house, stadium, museum, library

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)

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